



Preschool governance and management procedure

(including confidentiality of records)

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1 7.2	Regulation 177 Regulation 181 Regulation 183	Leading and Operating Department Preschool Guidelines Leading and Managing the School Information Security Policy Code of Conduct Policy
Pre-reading and reference documents		
ACECQA Information Sheet: The role of the educational leader ACECQA Information Sheet: Educational leadership and team building National Quality Framework Information sheet: Nominated Supervisors ACECQA - record keeping		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. 	
Preschool	The preschool educators are responsible for working with leadership to ensure:	

<p>educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented.
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Procedure	
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Governance	<ul style="list-style-type: none"> • The <i>Approved Provider</i> of all department preschools is the <i>NSW Department of Education</i>. • The National Law requires all children's services to have a Nominated Supervisor. • The school principal has overriding responsibility for the supervision of the preschool and holds three roles in relation to it: <ul style="list-style-type: none"> ○ Nominated Supervisor ○ Educational Leader ○ Responsible Person • This information is noted on the <i>Approved Provider</i> notice, along with the principal's name and photo. This is clearly displayed near the preschool entrance. • Under the regulations the Nominated Supervisor position is able to be designated as a 'class of person'. In Department of Education preschools this designation is the principal. When the principal is absent, the school executive member relieving as principal becomes the Nominated Supervisor and assumes the three roles. • The Nominated Supervisor has knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool. • The nominated supervisor is not required to be in attendance at the preschool at all times. • Regulation 118 states that each preschool must have an Educational Leader to lead the development and implementation of the educational program. The Educational Leader is a suitably qualified and experienced person who leads the development and implementation of the educational program, including the QIP. • The Educational Leader of the preschool is the principal of Sefton Infants School. This information is displayed near the entrance of the preschool. • When the principal is absent the person relieving as principal becomes the Educational Leader. • The purpose of the Responsible Person in Charge role is to ensure that there is always a responsible person on the school premises who is in charge of the preschool. • This role is also assigned to the principal and this information is displayed near the preschool entrance. In the absence of the principal, the person relieving as principal at Sefton Infants School becomes the responsible person in charge. • Supervision arrangements for teachers and support staff in preschools are consistent with those in the rest of the school • If the principal is on leave for a longer term, the three roles of nominated
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	<p>supervisor, educational leader and responsible person in charge will be undertaken by a Sefton Infants School executive member. The whole staff and community will be notified via a communication meeting, the school newsletter and via Class Dojo app.</p>
<p>Confidentiality and retention of records</p>	<ul style="list-style-type: none"> • Any record which contains personal information about a child is considered confidential and kept secure. • The completed enrolment forms (including supporting documentation, immunisation history or conscientious objection statutory declaration, individual health care plans) will be given to the preschool so educators are able to access and act on the information. They will be stored securely in the preschool office. • The preschool teacher has access to each child's individual record, as well as their parent or carer on request. • In order to deliver quality programs to all children enrolled in the preschool, it is necessary to obtain a range of personal information. • It is the responsibility of the principal and the preschool teacher to ensure that this information is accurate, confidential and used appropriately • Parents from culturally and linguistically diverse backgrounds are offered onsite or telephone interpreter assistance as contracted by the Department of Education. • The preschool will keep detailed and current records for each individual child attending the preschool. Much of this information is obtained from the <i>Application to enrol in a NSW Government preschool</i> form and from additional information forms used by preschools. • Information collected at the time of the enrolment and for the duration of the preschool enrolment is also stored electronically in the Department of education's ERN system. Access to this system is restricted to Sefton Infants School office staff, the nominated supervisor/principal and teaching staff. • Records which contain personal information about a child are considered confidential. In addition, information such as the names and addresses of people authorised to collect children, is kept securely in the emergency contacts folder in the preschool office. • Records are stored securely and confidentially in the preschool office for three years after the child last attended preschool. These records include: <ul style="list-style-type: none"> ○ participation in the educational program ○ assessments of learning ○ enrolment and attendance information ○ daily arrival and departure register of children ○ information about any cultural or religious practices that need to be observed ○ records of the administration of first aid or medication ○ illnesses, accidents or incidents and any action taken ○ medication forms and health care plans ○ acceptance or refusal of authorisations not collected in the enrolment form (application of sunscreen, etc.) ○ excursion consents that state the number of adults and number of children attending the excursion. • Completed <i>Incident, injury, trauma and illness records</i> are stored securely on the preschool site until the child is 25 years old. • The department requires education programs be retained by the school for seven years. These are stored in the preschool office.

	<ul style="list-style-type: none"> • Any record which contains personal information about a child is considered confidential and kept in a locked filing cabinet. Preschool educators have access to each child’s individual record. • Parents have access to their own child’s records on request to the preschool teacher. • The approved provider of an education and care service ensures that information kept in a record under these Regulations is not divulged or communicated, directly or indirectly, to another person other than: <ul style="list-style-type: none"> a) to the extent necessary for the education and care or medical treatment of the child to whom the information relates; or b) a parent of the child to whom the information relates, except in the case of information kept in a staff record; or c) the Regulatory Authority or an authorised officer; or d) as expressly authorised, permitted or required to be given by or under any Act or law (e.g. Chapter 16A); or e) with the written consent of the person who provided the information.
<p>Records of preschool staff</p>	<ul style="list-style-type: none"> • The following current information will be kept in the <i>Staff Folder</i> in the Preschool Office: <ul style="list-style-type: none"> ○ staff qualifications ○ accreditation status ○ child protection training ○ first aid training ○ Anaphylaxis training ○ Asthma training ○ Current Performance and Development Plans and professional learning records ○ copy of each educator’s working with children check clearance
<p>Records and information to be displayed in the preschool for families to access</p>	<ul style="list-style-type: none"> • Preschool philosophy • Family information/orientation booklet • Full set of preschool procedures • QIP- full document, plus copies of a summary • Information about EYLF and the NQS • Staff roster • Up-to-date information related to any changes to staff on any one day • Notice informing of an infectious disease (when required) • Information about the approved provider and the roles the principal assumes • Information related to the service approval and who complaints can be made to • Daily timetable • Preschool program- both intended and retrospective • Records about each child’s learning • Emergency evacuation information • Preschool emergency contact numbers • An up-to-date record of visitors to the preschool.

Record of procedure's review**Date of review and who was involved**

15 November 2021 – Sharna Labbe, Deana Talevska, and Alex Arancibia

Key changes made and reason/s why

Added links to Regulations and DoE policies and procedures for access and increased information

Record of communication of significant changes to relevant stakeholders

Preschool staff informed of updated procedures 23.11.2021 at weekly meeting
SIS staff made aware of updated procedures 30.11.2021 at whole school administration meeting
Families sent link via Class Dojo to updated procedures on school website 30.11.2021. Hard copies of procedures also made available to parents 23.11.2021

Due date of review

End Term 2 2022 – 1 July 2022